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ABSTRACT

Supporting performance objectives 75-86 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on correcting errors on originals and carbon copies are included in this packet. (The packet is the second in a set of fifteen on typewriting--CE 016 920-934.) The student materials include a pretest and posttest, two learning activities, two check-out activities, and an instructor's evaluation guide for each check-out activity. The instructor's manual includes a description of entering behaviors, terminal objectives, a list of required materials and equipment, suggestions for administering the packet, an answer key for the posttest, and the narration for a filmstrip. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the fifteen packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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ED155410

CORRECTING ERRORS ON ORIGINALS AND CARBON COPIES

STUDENT'S MANUAL

Prepared by

Mrs. Jane Snapp

These materials support
Performance Objectives 75-86 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

INTRODUCTION

Erasures and other types of corrections will inevitably have to be made on papers that are prepared in the office. The quality and skill with which these corrections are made will be a major factor in the production speed that can be achieved by you as a typist. Production speed is generally determined by the quantity of work prepared that is of an acceptable quality for the job. Therefore, if you can learn to make acceptable corrections on typed materials, the amount of usable material you can produce will be increased. You will also be expected to know which method of correction is suitable for a particular job.

Your objectives for this program on "Correcting Errors on Originals and Carbon Copies" are:

You will be able to identify the following materials used for making corrections:

1. rubber erasers - pencil eraser (soft) and ink eraser (hard)
2. correction paper - sheets and rolls
3. correction fluid
4. correction fluid thinner
5. eraser brush
6. erasing shield

You will be able to demonstrate your ability to make proper corrections on typed copy using the following methods:

1. eraser
2. correction paper
3. correction fluid
4. erasing shield

You will be able to demonstrate your ability to make proper corrections on carbon copies using the following methods (if the materials are available):

1. eraser
2. correction paper
3. correction fluid

PERFORMANCE GUIDE

Advance through this program on learning to make proper corrections on originals and carbon copies by following this general outline of activities:

1. Complete the pretest.
2. View the filmstrip program entitled: "Correcting Errors on Originals and Carbon Copies."
3. Complete the post-test.
4. Complete the Learning Activities.
5. Complete the Checkout Activities.
6. Have all Learning and Checkout Activities evaluated as soon as each one is completed.

Name _____

CORRECTING ERRORS

P R E T E S T

Directions: Fold this sheet lengthwise at the fold line.
Respond to the items by writing your answer in the blank under the Answer column.
When you have finished, check your answers by folding out the Correct Answer column.

Question	Your Answer	Correct Answer
1. Can you type?	1. Yes-No	
2. Can you insert a piece of paper into the typewriter correctly and set margins as instructed?	2. Yes-No	
3. Do you know the location and use of the backspace key?	3. Yes-No	
4. Do you know the location of the paper table?	4. Yes-No	
5. Do you know how to realign paper once it has been removed from the typewriter so that the line of writing will be the same as it was originally?	5. Yes-No	
6. Do you know the location and use of the margin release key?	6. Yes-No	
IF THE ANSWER TO ANY OF THE ABOVE QUESTIONS WAS NO, CHECK WITH YOUR INSTRUCTOR. IF ALL QUESTIONS WERE ANSWERED YES, CONTINUE WITH THIS PRETEST.		
7. What are the three most common methods of making corrections on typed copy?	7. a. _____ b. _____ c. _____	eraser correction paper correction fluid
8. The erasing action on a piece of paper should be (a) across ←→ (b) up and down ↕ .	8. a or b	b
9. The type of paper and printing medium will determine the methods of _____ that will be suitable.	9. _____	correction
10. The typewriter brush is used to prevent erasure _____ from falling into the moving mechanism of the typewriter.	10. _____	crumbs
11. The position of the error on the paper will determine whether the left or right _____ must be released to prevent crumbs from falling into the typewriter.	11. _____	margin
12. A _____ must be used when making an erasure on a carbon copy to prevent smearing.	12. _____	card or shield

Fold Here

Name _____

Evaluation _____

CORRECTING ERRORS

P O S T - T E S T

Directions: Respond to the items by writing your answer in the blank under the Answer column. When you have finished, turn in this sheet to your instructor for evaluation.

Question	Your Answer	Acceptable ✓	Not Acceptable ✗
1. List the three common methods of making corrections on typed copy.	1. a. _____	+5	-5
	b. _____	+5	-5
	c. _____	+5	-5
2. _____ is a method which requires friction to remove the incorrect character.	2. _____	+5	-5
3. _____ _____ comes in rolls or sheets.	3. _____ _____	+5	-5
4. _____ _____ is an opaque liquid which, when brushed on, covers the typed error.	4. _____ _____	+5	-5
5. The erasing action should be up and down (with, against) the grain of the paper.	5. _____	+5	-5
6. An erasing _____ helps to prevent smudges on the copy as you erase.	6. _____	+5	-5
7. You should use a(n)_____ in removing erasure crumbs to prevent smearing.	7. _____	+5	-5
8. To prevent a build-up of crumbs in the type basket, move the carriage to the _____when corrections are being made to the right of center.	8. _____	+5	-5
9. On typewriters with elements, this build-up of crumbs is prevented by moving the element out of the way using the _____key (to move the element to the left) and the_____ key (to move the element to the right).	9. _____ _____	+5 +5	-5 -5
10. Correction paper and fluid are available in _____to match the type of stationery used in the office.	10._____	+5	-5
11. For material that will be photocopied it would be best to use_____ to correct an error.	11._____	+5	-5
12. For copy that will be stored for a long period of time, it would be best to use_____ to make a correction.	12._____	+5	-5

13. When the error occurs on the bottom half of a sheet of paper, it is best to roll the paper (up, down) to make the correction.	13._____	+5	-5
14. The first step in making a correction when carbon copies are being typed is to place a piece of card stock (behind, in front of) the carbon paper.	14._____	+5	-5
15. The (carbon copy, original) is the first copy to be erased in a carbon pack.	15._____	+5	-5
16. When making corrections in a carbon pack, the piece of card stock helps to prevent_____of the carbon on the carbon copies.	16._____	+5	-5

LEARNING ACTIVITY NO. 1

Type the following words on a sheet of typing paper. DO NOT USE ERASABLE BOND.

Jane	con
fire	short
hit	list
shut	buck
trip	rate
brite	

1. Using a typing eraser change:
   Jane to June
   fire to fore
   hit to hot

2. Using a typing eraser and an erasing shield change:
   shut to shot
   trip to trap

3. Using correction paper change:
   brite to bride
   con to can

4. Using correction fluid change:
   short to shirt
   list to lost

5. Using the method of your choice, change:
   buck to back
   rate to rat

PRACTICE THESE METHODS UNTIL YOU FEEL THEY WOULD BE UNNOTICEABLE IF DONE IN A BUSINESS LETTER.

SUBMIT THE ITEMS YOU PRACTICED FOR EVALUATION.

LEARNING ACTIVITY NO. 2

Type the following sentence with errors as shown:

(1) (2) (3) (4) (5) (6)
An obvious errir on a papor is just as bat as, if not worse than, at error that was net correctst at all.

Correct errors 1 and 2 with an eraser.
Correct errors 3 and 4 with correction paper.
Correct errors 5 and 6 with correction fluid.

Type the sentence again, without errors, below the one that you typed with errors.

An obvious error on a paper is just as bad as, if not worse than, an error that was not corrected at all.

Now compare the two sentences. The corrected errors should not be obvious, and the first sentence with corrections should be as clean and neat as the one you typed without errors.

You may attempt Learning Activity No. 2 as many times as you wish until you arrive at an acceptable copy.

SUBMIT THIS WORK FOR EVALUATION.

CHECKOUT ACTIVITY NO. 1

Type the following paragraph making corrections using the method of your choice as you type. To be acceptable, your instructor should not be able to find the corrections after scanning the copy for two or three seconds.

Erasures and other types of corrections will inevitably have to be made on papers that are prepared in the office. The quality and skill with which these corrections are made will be a major factor in the production speed that can be achieved by you as a typist. Production speed is generally determined by the quantity of work prepared that is of an acceptable quality for the job. Therefore, if you can learn to make acceptable corrections on typed materials, the amount of usable material you can produce will be increased. You will also be expected to know which method of correction is suitable for a particular job.

**Be sure to proofread the copy before removing it from the typewriter. This material should be submitted with no typographical errors.

SUBMIT YOUR COMPLETED WORK FOR EVALUATION.

CHECKOUT ACTIVITY NO. 2

Type the first page of your *Student's Manual*, correcting any typographical errors using the method of your choice.

All errors must be corrected and the instructor should not be able to find or point out the errors if the paper is held at reading distance for a quick scan of no more than two or three seconds.

WHEN COMPLETED, SUBMIT THIS WORK FOR EVALUATION.

Name _____

Instructor's Evaluation Guide
for

CORRECTING ERRORS

PERFORMANCE CRITIQUE:

Excellent . . . . . ___
Good . . . . . ___
Fair . . . . . ___
Needs Improvement . . . ___

ACTIVITY Checkout Activity No. 1	Evaluation	
	Acceptable	Unacceptable
1. In the eraser process, the student: a. Corrected errors without smudges.		
b. Did not make holes in paper.		
c. Covered the incorrect characters with the correct characters.		
d. Aligned the typed copy and placed the letter exactly in the space.		
2. In the fluid process, the student: a. Covered incorrect character with correction fluid.		
b. Waited for fluid to dry completely.		
c. Typed the correct character exactly on the line of typing and placed the character in the correct space.		
3. In the paper process, the student: a. Covered the incorrect character properly.		
b. Typed the correct character so that the incorrect character was hidden.		

Name _____

Instructor's Evaluation Guide
for

CORRECTING ERRORS

PERFORMANCE CRITIQUE:

Excellent . . . . . ___
Good . . . . . ___
Fair . . . . . ___
Needs Improvement . . . ___

ACTIVITY Checkout Activity No. 1, continued	Evaluation	
	Acceptable	Unacceptable
c. Typed the correct character exactly on the line of typing and filled the space it should occupy.		
d. Typed the correct character with the appropriate darkness so it was not obvious.		

Name _____

Instructor's Evaluation Guide
for

CORRECTING ERRORS

PERFORMANCE CRITIQUE:

Excellent . . . . . .___
Good . . . . . .___
Fair . . . . . .___
Needs Improvement . . .___

ACTIVITY — CHECK-OUT ACTIVITY 2	Evaluation	
	Acceptable	Unacceptable
1. In the eraser process, the student: a. Corrected errors without smudges.		
b. Did not make holes in paper.		
c. Covered the incorrect characters with the correct characters.		
d. Aligned the typed copy and placed the letter exactly in the space.		
2. In the fluid process, the student: a. Covered incorrect character with correction fluid.		
b. Waited for fluid to dry completely.		
c. Typed the correct character exactly on the line of typing and placed the character in the correct space.		
3. In the paper process, the student: a. Covered the incorrect character properly.		
b. Typed the correct character so that the incorrect character was hidden.		
c. Typed the correct character exactly on the line of typing and filled the space it should occupy.		

Name _____

Instructor's Evaluation Guide
for

CORRECTING ERRORS

PERFORMANCE CRITIQUE:

Excellent . . . . . ___
Good . . . . . ___
Fair . . . . . ___
Needs Improvement . . . ___

ACTIVITY	CHECK-OUT ACTIVITY 2, continued	Evaluation	
		Acceptable	Unacceptable
d.	Typed the correct character with the appropriate darkness so it was not obvious.		

CORRECTING ERRORS ON ORIGINALS AND CARBON COPIES

INSTRUCTOR'S MANUAL

Prepared by

Mrs. Jane Snapp

These materials support
Performance Objectives 75-86 of the
V-TECS Secretarial Catalog

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INTRODUCTION

Erasures and other types of corrections will inevitably have to be made on papers that are prepared in the office. The quality and skill with which these corrections are made will be a major factor in the production speed that can be achieved on the job by a typist. Production speed is generally determined by the quantity of work completed that is of an acceptable quality for the job. Therefore, if the typist can learn to make acceptable corrections on typed materials, the amount of usable material produced can be increased.

ENTERING BEHAVIORS

The learner should be able to operate the following equipment before attempting this program on an individual basis:

1. a filmstrip projector
2. a cassette tape player
3. a typewriter

The learner must be able to type using the typewriter available for use in this program, be able to clean the keys (or element) of the typewriter properly, and possess a working knowledge of the operable parts of the typewriter.

The learner must be able to assemble a carbon pack and insert it into the typewriter correctly.

TERMINAL OBJECTIVES

The learner will be able to identify the following materials used for making corrections:

1. rubber erasers - pencil eraser (soft) and ink eraser (hard)
2. correction paper - sheets and rolls
3. correction fluid
4. correction fluid thinner
5. eraser brush
6. erasing shield

The learner will be able to demonstrate an ability to make proper corrections on typed copy using the following methods:

1. eraser
2. correction paper
3. correction fluid
4. erasing shield

The learner will be able to make proper corrections on carbon copies using the following methods:

1. eraser
2. correction paper
3. correction fluid

(This objective is dependent on the fact that the necessary materials are available for the student to use.)

REQUIRED MATERIALS & EQUIPMENT

The following is a list of the minimum required materials and equipment needed for this program:

1 filmstrip projector
1 cassette tape player
1 typewriter for each student
1 pencil eraser
1 typing eraser
1 erasing shield
correction paper - of the required color
correction fluid - of the required color
correction paper - for carbon copies (optional)
correction fluid - for carbon copies (optional)

INSTRUCTIONAL NOTE

It is best for students to observe a demonstration by the instructor of each method of correction. In this way, each step can be noted in detail by the student with less chance of improper procedures being used in the beginning exercises.

The instructor should have all materials available and be seated at a typewriter. Demonstrate the steps used in making a correction with each method. Then repeat the demonstration making corrections in a carbon pack. Do not forget to demonstrate the use of an erasing shield.

The instructor may wish to remove the checkout activity evaluation sheets from the *Student's Manual* until the student completes all activities.

Instructor's Answer Sheet
for post-test on
Correcting Errors on Originals and
Carbon Copies

1. (a) rubber erasers (erasing)
   (b) correction paper
   (c) correction fluid
2. erasing
3. correction paper
4. correction fluid
5. with
6. shield
7. shield (or erasing shield)
8. right
9. return, tab
10. colors
11. correction fluid or eraser
12. an eraser
13. down
14. in front of
15. original
16. smearing

NARRATION

Correcting Errors on Originals and Carbon Copies

1. Title

2. Credits

3. All typists make errors now and then. Errors reduce the ease of reading and may reflect unfavorably on a business; therefore, most typing errors are corrected as soon as they are noted in proofreading.

4. There will be certain work copies and rough drafts in which errors are simply x'd out or scratched through. However, this is never done on material to be mailed or on important interoffice working papers. In fact, some jobs will require perfect copy with no corrections at all. This type of job, however, will be rare. Generally if the correction is properly made so that it will not be obvious to the reader, copy will be accepted.

5. All typists must be familiar with the many methods of correcting errors. In this way, the typist can choose the method of correction that suits the situation.

   In the following slides you will be given a general introduction to the different types of correcting materials available and the procedures for making corrections with these materials.

6. Here you see several types of rubber erasers. They come in different shapes and sizes depending on the use for which they were designed. Some are pencil shaped, some are round, and some are in blocks.

7. This is correction paper. It comes in sheets or rolls.

8. This is correction fluid. It is an opaque liquid which, when brushed on, covers the error. Rubber erasers, correction paper, and correction fluid are the three basic types of correcting materials used in offices. The following slides will help you to determine when each is used and how it works.

9. Rubber typing erasers are similar to the erasers you have seen on pencils. Typing erasers are harder and more abrasive than regular pencil erasers. For this reason greater care must be taken not to wear a hole in the paper as you erase.

10. The erasing action should be up and down with the grain of the paper—not across the grain. Use a firm, but not heavy, pressure as you erase.

11. Round, wheel-type erasers are best for erasing single characters because they are so thin.

12. Pencil-shaped erasers, however, are easier to handle. If you have a problem with smudging a character beside the one you are erasing, you can use an erasing shield.

13. The shield also prevents finger smudges as you hold the paper. Notice that the shield has openings suitable for single pica and single elite characters. Larger openings on the shield accommodate several characters.

14. Specialized erasers are available for erasing carbon packs. These have an abrasive ink eraser on one end and a softer eraser for carbon copies on the other end.

15. Electric erasers are available for work such as that done by draftsmen. So you see, the type of eraser you choose depends on the type of paper used and on the printing medium—which may be ink, typewriter ribbon, carbon paper, drafting ink, pencil, and any other writing tool.

16. When making a correction with a rubber eraser, the friction caused by rubbing removes the ink from the paper. Because of this friction, it is necessary to hold the paper in place as you erase so that the alignment of the paper will not be disturbed.

17. This friction also causes erasure particles to break from the eraser. These particles must be removed by using the eraser brush or by blowing. The hand is not used because the natural oils in the skin can smear the ink or carbon on the paper.

18. It is very important that the eraser crumbs be removed by using brushing motions away from the machine's type basket or element. When these crumbs collect in the machinery, they cause sticking or other malfunctions of the typewriter.

19. You must also prevent eraser crumbs from falling into the machine by moving the carriage to the extreme left, if the error is on the left of the center. You may have to use the margin release key to do this.

20. Move the carriage to the extreme right with the margin release key if the error is to the right of the center. This step will prevent the build-up of crumbs in the type basket.

21. With machines having an element instead of type bars, you will tap the return key or tab key moving the element mechanism out of the way of falling eraser crumbs.
-The return key will move the element to the left.
-The tab key will move the element to the right.

22. Correction paper is a method of correcting errors in which a powder-like substance is transferred from a piece of paper to the error. To do this you must first backspace to the error . . .

23. place the correction paper, treated side down, on the error . . .

24. retype the error on the back of the correction paper,

25. backspace again, and type the correct character. Retyping over the powder may require that you strike the character more than once. Be careful that you do not make the error darker than the other characters surrounding it. With a little practice, you will be able to make corrections that are not noticeable. This method is quicker than using a rubber eraser and you don't have to worry about eraser crumbs falling into the typing mechanism. Correction paper, however, has a tendency to rub off and expose the error. Also, when using some types of photo-copiers, the error will appear on the copy.

26. You can purchase correcting paper in various colors to match the stationery used in the office. If you are using white correction paper on blue stationery, the correction paper would be very obvious. So when using colored paper, either use the appropriate color in correction paper or use an eraser.

27. Correction fluid is also available in colors to match the paper used in most business offices. It comes in a bottle and is applied with a brush applicator.

28. When you make an error, roll the paper up so that you have easy access to the area of the error; shake the bottle of fluid thoroughly and apply the fluid sparingly to the error with the brush, replace the cap on the correction fluid and blow the correction area until it is dry, retype the character or characters.
-If it has not dried completely, the correcting fluid has a tendency to clog the type face. As soon as you notice that a character is dirty, stop and clean your typewriter. Dirty type will make the paper as unsightly as a messy erasure.

29. Correction fluid is acceptable for use on materials that will be photocopied. Since the fluid is opaque, the error will not show on the copy.

30. One problem in using correction fluid is that when the information is stored for a long period of time, the fluid tends to peel off and makes the correction unreadable. It is best to avoid this method of correction when typing material that will be stored for any extended period of time.

31. When correcting an error, you will need to roll the paper so that the error can be corrected on a flat surface, such as the paper table of your typewriter. This is possible by rolling the paper up when the error is on the upper two-thirds of the paper.

32. You must, however, roll the paper down and make the corrections from the bottom if the error is on the lower one-third of the paper. This will reduce the possibility of the paper being rolled completely out of the typewriter and your having to realign the paper.

33. When typing carbon copies, corrections are made on the original in the usual manner, except that you must first place a card—such as a 5 x 3 index card—behind the original and in front of the carbon paper. The card protects the carbon copy from being smeared with carbon as the copy is erased with a regular pencil eraser.

34. Use the proper method of making a correction on the original by following these steps:

-flip the original forward
-place the card behind the original in front of the carbon paper
-erase the error on the original with a typing eraser
-remove the card

35. Continue in this manner until all copies have been properly erased. Make sure the card is removed before the correction is typed.

36. Position the typewriter to type the correction, and type the correct character.

37. If you prefer to use correction paper, special correction paper is available for making corrections on carbon copies. When using correction fluid on carbon copies, make sure that the color of fluid matches the color of each of the copies being made.

38. Once an error has been corrected, take a critical look at the paper as a whole. Is the correction obvious or must you really strain to find the point of the correction? Don't wait for your instructor or employer to tell you that the material is not acceptable. Evaluate your own work according to the standards of acceptability in your organization.

39. Cleanliness is a major factor in making acceptable corrections. Check the following for cleanliness as you type:

40. Do I keep the carbon paper in a special compartment or folder so it will not smear on other stationery?

41. Is my typewriter clean?

42. Are my hands clean?

43. Are my erasing tools clean and in good order?

44. Keep rubber erasers clean by removing carbon particles after each erasure. A scratch piece of paper can be used to remove any black particles which cause smudges.

45. Use only fresh correction paper. The powder wears off easily and may not transfer completely after a while.

46. Use only correction fluid which is not gummy. When fluid becomes thick, add a special thinning fluid to make it flow smoothly from the brush.

47. With the wise use of proper tools and techniques for correcting errors, your work will look professional, and you will save many frustrating hours of typing work a second time.

48 The End.